



St Aloysius Degree College & Centre for Post Graduate Courses.

Cox Town, Bangalore 560005
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Website: www.staloyusiusdegrecollege.in/com

Order No SAC/APP/ No:25 /2019-2020

10.06.2019

Subject: Appointment of Mr Karan as a full time Lecturer in the Department of English with effect from 17 – 06 - 2019

St Aloysius Degree College is a minority institution of the Christian Community managed by the Archdiocese Board of Education.

Mr Karan has been appointed as an Asst. Professor in this institution on probationary basis in the Department of English for the period from 17 – 06 – 2019 - 31 – 5 – 2020.

The appointment is subject to the following conditions:

1. You are appointed as Full time Lecturer with effect from 17 – 06 - 2019 forenoon in the Department of English.
2. You will be on probation for a period of one academic year. Your services may be confirmed after satisfactory completion of the said period or the probationary period may be extended or your service may be terminated immediately after expiry of the probationary period, at the discretion of the Management.
3. The working hours of the college are from 8.20 a.m to 3.30 p.m. apart from working extra hours for co-curricular, extra-curricular activities and other responsibilities assigned by the Principal / Head of the Department. You are expected to work according to the directions that you receive from the Principal and the Head of the Department.
4. You will be governed by the service rules / conditions of the Management in force, which may be framed from time to time and enforced.
5. You will have 16 – 18 hours of teaching on a full time basis for I,II and III Degree students and 2 hours for P G students.
6. Regarding the salary/ remuneration, the Archdiocesan Board of Education (ABE) will pay you a consolidated amount of Rs 22,000 and with your NET, SLET passing or PhD you will be paid a higher salary as per the UGC norms.

7. You are expected to attend and help in all functions of the College. You are required to be in formal dress as a professional in teaching profession. You shall do nothing which is unbecoming of a teacher of the College.
8. We expect you to devote your time and attention to the duties entrusted to you. If your work is not satisfactory you will be liable for termination with one month's notice. In case of any serious lapses on your part, you will be relieved without any notice. In case you wish to leave the job, you are expected to give one month's notice or in lieu one month's salary to the management.
9. Your current and permanent residential address, Telephone/Mobile number and the e-mail address given in your application for employment shall be deemed to correct for sending any communication to you. Any change in your current or permanent residential address, Telephone / Mobile number or e-mail address shall be intimated to the Principal within 3 days from the date of such change.
10. The management reserves the right of modifying, changing, adding and altering any of the above conditions described under this appointment order in the best interest of the institution, if found necessary.
11. You are entitled for one day leave in a month during your probationary period other than the public holidays. You will keep the Principal informed when you need the leave.
12. Confirm your acceptance of the terms stated above for the post that you wish to take up.

Manager.

Principal.

Fr Vinoo Fabian

Sr Philomena Cardoza.

Copy to:



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Manager & Correspondent
St. Aloysius Degree College
Sarvajna Nagara
Bengaluru - 560 005

Prof: Sr. Philomena
Principal
ST. ALOYSIUS DEGREE COLLEGE
Sarvajnanagar, Cox Town,
Bangalore - 560 005.

The Office file.

Accepted.....

I have read and understood the above contents, and have voluntarily accepted the same.

Date: 23.09.2019

Signature: